

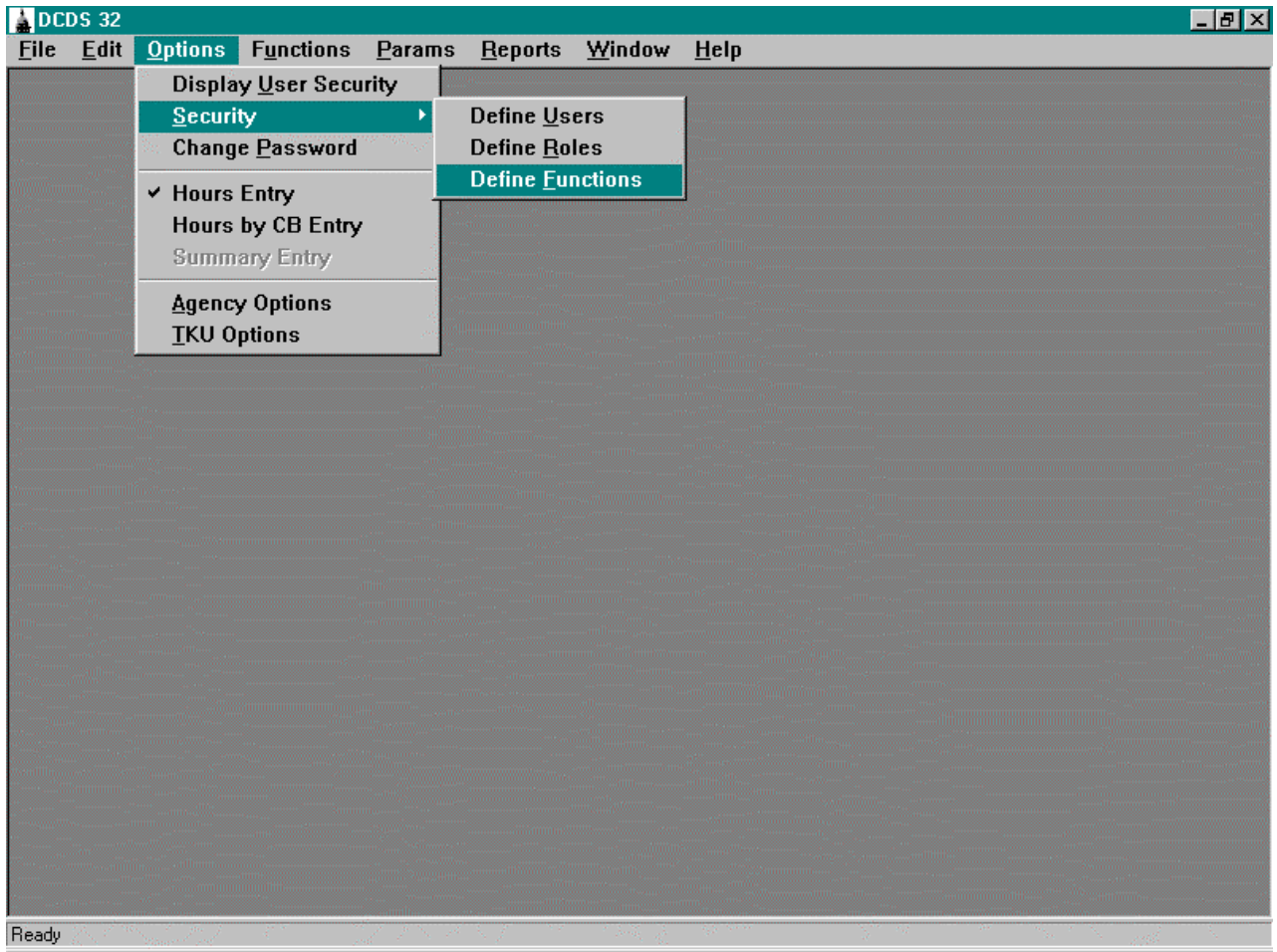
Section 3.5 OPTIONS MENU

Security - Define Functions

Purpose	This section provides the procedures for the central agency to define a new function, update/delete an existing function, and enable or disable functions by using the Define Function window. Functions define the actions, which can be performed by a user with a role. For a timekeeper, the function could allow the timekeeper to update timesheets for their department, agency, and TKU or just a single level.
Window Name	Define Functions
Reminders	<ol style="list-style-type: none">1. The Define Function window is accessed through the <u>O</u>ptions, <u>S</u>ecurity, <u>D</u>efine <u>F</u>unctions items on the menu bar.2. The Define Functions window allows a user to select a specific function to update, delete, enable, or disable. A new function may also be added. The Define Functions window consists of the following tabs:<ul style="list-style-type: none">■ Selection - Allows a user to select a function to update, delete, enable, or disable. The Selection tab consists of a Selection Criteria window and a Selection List window. The only selection criteria to be entered is the function or part of a function. Once the function is entered and the Select button clicked, the Definition tab is activated, and a description of the function is displayed in the Selection List window. To view all the functions, click on the Select button, and they will display in the Selection List window. A user may then highlight the function, click the Definition tab, and perform whatever action is necessary.<p>To add a new function, click on the New button. This will automatically display the Function Definition window.</p>■ Definition - Allows a user to update, delete, add, disable or enable functions. The Definition tab displays the Function Definition window to perform the update, delete, etc.
References	<i>No specific references</i>

Main Menu

To add or change a functions, select the Options, Security, Define Functions items from the Menu bar.



Selection Tab

The following window is displayed when Options, Security, Define Functions is selected from the Menu bar. This window allows the central agency to select an existing function or add a new function. The fields displayed are described on the following page.

DCDS 32

File Edit Options Functions Params Reports Window Help

Define Functions

Selection Definition

Selection Criteria

Function Id: SEUR001

Select

Selection List

Function	Name	Disabled	Description
SEUR001	Active Userid Security Profile R...	<input type="checkbox"/>	This function allows report requests for active...

<= >= New Delete Save Close

Ready

DCDS Input Procedures

Selection Tab (Selection Criteria)

Follow the steps below to add, update/delete functions assigned to a role:

Step	Field Name	Action
Add a function		
1	New button	To add a new function, click the New button (or press Alt + N). When the New button is selected, an empty Function Definition window is displayed. This window is used to enter the information required to create a new function. See Definition tab instructions to enter the information.
Select an existing function to update or delete		
2	Function ID*	Select or enter the desired Function ID from the dropdown list. If a Function ID is not entered, all functions display in the Selection List window.
3	Select button	Click on the Select button located at the top right hand corner of the window (or press Alt +L). This displays the function or a list of functions in the Selection List window.
4	Selection List window	Click on the Definition tab, if only one function is displayed (it will already be highlighted). If more than one function is displayed, highlight the desired function from the list and click the Definition tab.
5	Definition tab	Click on the Definition tab. This displays the Function Definition window.

**indicates a required field that must be entered*

Selection Tab (Selection List)

The following information is displayed:

Field Name	Description
Function	The function code.
Name	The title of the function.
Disabled	A (✓) indicates the function is disabled.
Description	The description of the function.

Definition Tab

The following window is displayed when the Definition tab is clicked or the New button is clicked. This window is used to enter the information required to create a new function or update, delete, enable, or disable a function. The fields displayed are described on the following pages.

The screenshot shows the 'DCDS 32' application window with the 'Define Functions' dialog box open. The 'Definition' tab is selected. The dialog box contains the following fields and controls:

- Function Id:** (1) PPMW028
- Name:** (2) Action Code
- Description:** (3) This window displays, updates, inserts and deletes action codes.
- Disabled:** (4) ☐
- Update:** (5) ☐
- Lowest ORG Level:** (6) None
- Lowest TKU Level:** (7) None
- Modified User Id:** (8) KNAPPC
- Modified Date:** (9) 4/14/97 15:43:34

At the bottom of the dialog box, there are navigation buttons: '<=' and '>='. To the right of the dialog box, there are four buttons: 'New', 'Delete', 'Save', and 'Close'. The status bar at the bottom of the application window shows 'Ready'.

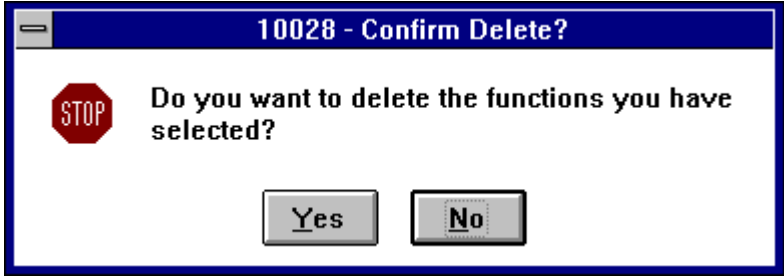
DCDS Input Procedures - Definition Tab

Follow the steps below to add, update or delete a function:

Step	Field Name	Action
1	Function ID*	If adding a new function, enter the Function ID (maximum of 7 characters).
2	Function Name	Enter or update the function name.
3	Description	Enter or update the description of the function being added. If disabling a function, enter the reason for disabling it.
4	Disabled	A (✓) indicates the function is disabled. Click on the box to enable the function. The default is to have the function disabled.
5	Update	Click on the box to allow update capabilities. A (✓) will then be displayed. The default for this field is blank.
6	Lowest ORG Level	This field is obsolete with implementation of the Human Resource Management Network (HRMN).
7	Lowest TKU Level	Enter or update the lowest TKU level (department, bureau or TKU) for the scope definition of the function.
8	Modified User ID	Displays the ID of the user that made the last modifications.
9	Modified Date	Displays the date modifications were made.

**indicates a required field that must be entered*

DCDS Input Procedures - Definition Tab

10	Delete Button	<p>To delete a function, click on the Delete button located at the bottom of the window (or press Alt +D). This will delete the highlighted function in the Selection List window. A pop-up window displays to confirm the delete. Click the Yes button to delete or click the No button to cancel the action.</p> 
11	Save Button	<p>Click on the Save button located at the bottom of the window (or press Alt + S) to save the function just added or changes, etc. A new function is added to the system immediately upon saving.</p>